

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



Waste Diversion/Recycling Officer

DEPARTMENT OF PUBLIC WORKS

The City of Long Beach is seeking a highly qualified industry professional to develop and lead the City's Waste Diversion and Recycling Programs.



THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



THE DEPARTMENT

The mission of the Department of Public Works is "To maintain and enhance the City's infrastructure and environment for the public's benefit." Core services of the Department are focused on providing for and maintaining safe and efficient infrastructure for the community, providing for sustainable environmental protection (water quality and refuse), and safely and efficiently delivering, designing, constructing, protecting and maintaining services for public facilities, public right-of-way, and waste collection and diversion in a positive service environment. There are four bureaus and 442 full-time employees with an adopted Fiscal Year 2016 Budget of \$147 million.



THE POSITION

The Waste Diversion/Recycling Officer reports to the Manager of the Environmental Services Bureau and will be responsible for managing the City's waste diversion and recycling programs.

The Environmental Services Bureau has 209 employees and a budget of \$53M. The Bureau services 117,000 residential and commercial waste collection accounts weekly, collecting over 183,000 tons of waste on an annual basis.

The Waste Diversion/Recycling Officer will execute the City's Integrated Waste Management Plan, ensuring compliance with all federal, state and local regulations regarding waste diversion and recycling, and develop and implement the City's Zero Waste Plan. The position will manage the Bureau's contracts and agreements including administration of the Citywide recycling collection contract and management of franchise agreements for 15 solid waste haulers operating in the City of Long Beach. The position will be charged with extensive public outreach requiring comprehensive public communication and marketing efforts involving widespread outreach to business and community organizations and schools including championing the City's litter abatement and awareness program.

In addition, the Waste Diversion/Recycling Officer will support the City's Recycling Market Development Zone program, oversee waste and recycling related grants, provide reports to regulatory agencies such as Calrecycle, develop new and innovative recycling and waste diversion methodology, stay abreast of new and evolving solid waste and recycling technology and legislative initiatives, undertake studies to enhance customer service and improve efficiencies, and manage the Bureau's administrative staff and budget.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced waste and/or recycling professional with knowledge of federal, state and local solid waste and recycling regulations, policies and practices with experience developing and implementing waste diversion, recycling and/or sustainability initiatives. The ideal candidate will possess excellent written and verbal communication skills including the ability to present information at community meetings and for the City's executive management team. In addition, the ideal candidate will possess the ability to balance competing interests in a sensitive environment and have the ability to develop and mentor staff and improve overall effectiveness allowing them to manage all aspects of a municipal recycling program.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Environmental Studies or a related field and five years of progressively responsible solid waste, recycling, and/or sustainability program management experience, including one year of direct supervisory experience.

A California Class C Driver License is required prior to appointment.

Desirable qualifications: grant application and management experience, experience with regulatory agencies including the preparation of correspondence for transmittal to regulatory agencies.

SALARY + BENEFITS

The salary range for this position is \$81,000 to \$121,000. Appointments are generally made at or below midpoint and based on the candidate's experience and background. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – 12 days (96 hours) after one year of service; 15 days (120 hours) after four years, six months of service; 20 days (160 hours) after 19 years, six months of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four floating personal holidays (8 hours per holiday).
- **Monthly Transportation Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **4:30 p.m. on Monday August 8, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume, cover letter and salary history, that reflect the scope and level of their current/most recent position and duties. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

Following the close of filing, applications will be reviewed and those candidates determined to be the best qualified will be invited to participate in the selection process which will include an oral interview by a selection panel. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered. The selected candidate will be required to undergo a thorough background and reference check.

This information is available in an alternative format by request to the Department of Public Works, Personnel Services Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

SUPPLEMENTAL QUESTIONNAIRE

WASTE DIVERSION/RECYCLING OFFICER

Please submit written responses to the following questions in PDF format. Responses are to be no more than one page per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process.

1. Describe your solid waste, recycling, and/or sustainability program management/administration experience. Include the scope/breadth of the programs for which you were responsible, the program budget, and the number of staff supervised.
2. Describe your management style. What mistakes have you made with regard to your management style? What have you learned from them and what changes have you made as a result?
3. Describe your experience developing and implementing waste diversion and recycling programs. Discuss any challenges you faced and how you attempted to overcome them. Were you successful, why or why not?

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